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PERSONNEL

Sanitized - Approved For Release : CIA-RDP63-00314R000100360052-7

31 December 1958  
D-R-A-F-T  
[REDACTED]:jmc

Career Preference Outline

25X1A9a

[REDACTED]  
25X1A9a

Career Service Comments (Section E)

25X1A9a

[REDACTED] career interests are in consonance with the plans of her unit's functions. It is certainly in the best interests of career development to encourage her training along the lines she has indicated.

Distribution:

O&5 -- St/A

4 -- Ch/G ✓

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S-E-C-R-E-T  
(When Filled in)

MEMORANDUM FOR: Chairman, ORR Career Service Board

SUBJECT: Career Preference Outline Of 25X1A9a

1st Indorsement

A. COMMENTS BY (DIVISION)(STAFF) CHIEF

I have discussed the career preference outline with the employee and the proposals as outlined reflect our conversations. I concur in the recommendations.

March 4, 1958  
Date

25X1A9a

Signature

2nd Indorsement

B. COMMENTS BY AREA CHIEF (When Applicable)

- ☐ I concur in (Division) (Staff) Chief's comments.
- ☐ As the employee is not personally known to me, I accept the comments of the (Division) (Staff) Chief.
- ☐ Other (please specify):

The career preferences indicated by 25X1A9a seem well-motivated and appropriate to her interest, training and ability. Some of her training proposals should be put into effect.

14 MAR 1958  
Date

25X1A9a

Signature

S-E-C-R-E-T

## CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

| SECTION A. GENERAL                      |                     |                        |                           |
|---|---------------------|------------------------|---------------------------|
| 1. NAME OF EMPLOYEE (Last-First-Middle) | 2. DATE OF BIRTH    | 3. SERVICE DESIGNATION | 4. GRADE                  |
| <b>[REDACTED] 25X1A9a</b>               | <b>11 Dec. 1910</b> | <b>IR</b>              | <b>12</b>                 |
| 5. ORGANIZATIONAL TITLE                 | 6. POSITION TITLE   | 7. OCCUPATIONAL CODE   | 8. OFFICE OF ASSIGNMENT   |
| <b>Chief, Reference Branch</b>          | <b>Librarian</b>    |                        | <b>OKR/D/OL/Reference</b> |

| SECTION B. CAREER INTERESTS  |  |
|--|--|
| 9. GENERAL TYPE OF ACTIVITY  |  |
| <b>Map Library or Library work</b>   |  |
| 10. SPECIFIC TYPE OF ACTIVITY (Including assignments)  |  |
| A. IMMEDIATE (Within next 1 to 2 years)  |  |
| <b>I would like to continue my present assignment as Chief, Reference Branch in the Map Library. I would like to increase reference services, improve reference tools and undertake developmental projects.</b>  |  |
| B. LONG-RANGE (Within next 3 to 5 years)   |  |
| <b>I have no particular future jobs in mind. I have no desire to leave the Map Library. I would be willing to remain in any capacity in which my abilities may be needed. It is possible, however, that some job within the CIA Library could use my Library experience.</b> |  |

| SECTION C. TRAINING  |  |
|--|--|
| 11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING  |  |
| A. IMMEDIATE (Within next 1 to 2 years)  |  |
| 1. Continue to keep informed on: currently published maps and geographic publications; current events as they affect world areas; library science publications, methods and developments; and Agency organization and needs. |  |
| 2. Make trips to other map libraries and map making organizations to learn their (See Continuation Sheet)  |  |
| B. LONG-RANGE (Within next 3 to 5 years)   |  |
| 1. Possibly take a language course depending upon area of responsibility.  |  |
| 2. Possibly take one or two courses in Geography depending on area of responsibility.  |  |
| 3. Possibly take 9 to 10 months leave to get a Ph.D. in Library Science.   |  |

12. ADDITIONAL COMMENTS

|                    |                                     |
|--------------------|-------------------------------------|
| 13. DATE COMPLETED | 14. SIGNATURE OF EMPLOYEE           |
| <b>7 Feb. 1958</b> | <b>25X1A9a</b><br><b>[REDACTED]</b> |

I HEREBY RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.

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| SECTION D.                                   |  | COMMENTS BY SUPERVISOR    |  |
|--|--|---------------------------|--|
| 15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE |  |                           |  |
|  |  |                           |  |
| 16. RELATIVE TO TRAINING FOR EMPLOYEE        |  |                           |  |
|  |  |                           |  |
| 17. TYPED OR PRINTED NAME OF SUPERVISOR      |  | 18. SIGNATURE             |  |
|  |  |                           |  |
| 19. TITLE                                    |  | 20. DATE                  |  |
|  |  |                           |  |
| SECTION E.                                   |  | FOR USE OF CAREER SERVICE |  |
| 21. COMMENTS                                 |  |                           |  |
|  |  |                           |  |
| 22. TYPED OR PRINTED NAME                    |  | 23. SIGNATURE             |  |
|  |  |                           |  |
| 24. TITLE                                    |  | 25. DATE                  |  |
|  |  |                           |  |
| LEAVE BLANK                                  |  |                           |  |
|  |  |                           |  |

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## CONTINUATION SHEET

25X1A9a  
[REDACTED]

11 Dec. 1910

IR

GS-12

Chief, Reference Branch

Librarian

OHR/D/GL/ Reference

## Section C

## 11. A (continued)

holdings, procedures, and to discuss the relation and cooperation between them and the Map Library. Example: AGIC, Targets Division of AFCH, Navy H.Q., C. & G.S. etc.

3. Be detailed, for a period of one to three months, to a tour of duty in the OGR services divisions, including the Library, Branch Library, Documents Division, Industrial Register, Graphics Register, etc. to learn their operations and holdings, to better relate their functions to those of the Map Library.

4. Visit the Agency GPO map mounting and binding division to learn complete facilities available to the Map Library.

5. Visit the External Research Section and the Public Services Division of the Department of State to learn some of their procedures and be briefed on their operations. The Map Library works with these divisions in forwarding materials to requesters.

25X1A9a  
[REDACTED]

7 February 1958

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